



DEPARTMENT OF PERSONNEL

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MEMO PERD #05/01

February 15, 2001

TO: Department Directors/Designee for
Alcohol and Drug Testing Program

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Alcohol and Drug Testing Program

Enclosed is a revised copy of the *Alcohol and Drug Testing Program*. Please note that the most recent revisions have been made in bold type. Additionally, a section has been added that provides general information on the Employee Assistance Program, and how counseling can benefit employees and supervisors.

Collection forms and the results of pre-employment screening tests for controlled substances are sent to the department director unless a designee has been specified. If you wish to change the designee for receipt of drug testing results, you should submit the change in writing to my attention. Questions regarding the program should be referred to Phil Hauck at (775) 684-0130.

JG:cp

cc: Agency Personnel Liaisons